

# REQUEST FOR INFORMATION

**ALL REQUESTS MUST BE IN WRITING AND DIRECTED TO THE  
CITY SECRETARY, 6891 MAIN STREET, FRISCO, TEXAS 75034  
Phone: 972-335-5551// Fax 972-732-4904// ALunsford@friscotexas.gov**

(PLEASE TYPE OR PRINT)

Requestor's Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Telephone or Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Pursuant to the Public Information Act, Texas Government Code, Section 552, I hereby request the following information currently existing in the records of the City of Frisco, Texas.

List information as specifically as possible, including name, dates, case numbers, if known. Attach a separate sheet to this form if necessary.

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(Check one) a. \_\_\_\_\_ I request copies (charged by TBPC guidelines)

b. \_\_\_\_\_ I request only to view at City Hall

c. \_\_\_\_\_ Other (Please explain in detail)

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In making this request I understand that the City is under no obligation to create a document to satisfy my request or to comply with a standing request for information. I further understand that the information will be released only in accordance with the Public Information Act, which may require a determination as to confidentiality by the Texas Attorney General prior to a release. If a determination is requested, you will be notified in writing.

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## CITY USE ONLY

Date received: \_\_\_\_\_ Employee receiving the information \_\_\_\_\_

Date forwarded to Legal, if applicable \_\_\_\_\_ Date released: \_\_\_\_\_

Employee releasing information: \_\_\_\_\_

Miscellaneous comments/instructions from Legal and/or City Secretary: \_\_\_\_\_